

REQUEST FOR ALIAS SUMMONS

If a Summons is not served within the time allowed by the Federal Rules, an e-filer may submit a written request for the court to issue an Alias Summons by using this event.

The court will issue the summons the following day and the e-filer will receive a copy via the Notice of Electronic Filing.

STEP 1 Choose **Adversary** from main menu

STEP 2 Choose **Misc. Events** category

STEP 3 Enter case number; click [NEXT]

STEP 4 Select **Request for Alias Summons** event; click [NEXT]

STEP 5 If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

STEP 6 Select the Plaintiff from the party list; click [NEXT]



STEP 7 Place a check in the box to create an association attorney; click [NEXT]

☛ *TIP - If you have not previously created an association, the next screen will allow you to do so by placing a check in the appropriate box.*

STEP 8 Upload the written request as the main document; click the yes radio button to upload attachments; click [NEXT]

☛ *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*

☛ *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

- STEP 9** Upload a completed Alias Summons as an attachment; click [NEXT]
-  *TIP - Enter **Alias Summons** as the description of the document you are uploading.*
- STEP 10** Place a check in the box next to the appropriate complaint; click [NEXT]
- STEP 11** Confirm case name and number; Click [NEXT]
- STEP 12** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
-  *TIP - The text of this docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser to return to the screen on which the error was made.*

SAMPLE DOCKET TEXT

Request for Alias Summons filed by Judith Schwartz on behalf of Light World. (Attachments: # (1) Alias Summons) (Hughes, John)

- STEP 13** Notice of Electronic Filing displays